

City of Forman, North Dakota
Regular City Council Meeting
December 14, 2021

The regular City Council meeting was called to order at 6:00 PM by Mayor Kevin Bopp, who attended via phone conference. Present were council members Luke Anderson, Al Colemer and John Stenvold. Neil Weaving arrived later. Also attending were Trish Pearson, Sara Dux, Lyle Bopp, Deputy John Wold and Russel Boutain.

All stood for the pledge of allegiance.

Deputy Wold handed out the policing report for November. Mayor Bopp said we need more assistance with tagging vehicles when it snows. The Sheriff's department is aware of the need and will be watching for it.

Russell Boutain addressed the council regarding the road closure at Elm Avenue. He was concerned that the permanent closure, if placed at the east edge of the actual city alley, would block off the north entrance to his business. The council stated that the exact point of closure is not set, but agreed they could introduce a new motion to clarify that point. Attorney, Lyle Bopp said that Elm Avenue is railroad right of way and not a platted street. He wanted to do some more checking, but he is unsure if the DOT has the authority to close a railroad right of way. A motion was made by Luke Anderson, seconded by John Stenvold to move the east closure of Elm Avenue east of the to a point to be determined at a later time. The motion is contingent on the determination of railroad right of way. Roll call vote: Anderson – aye; Colemer – aye; Stenvold – aye; Weaving – absent. Motion carried.

A motion was made by John Stenvold, seconded by Al Colemer to approve the agenda for regular council meeting. Motion carried.

A motion was made by Al Colemer, seconded by John Stenvold to approve minutes from the November 9, 2021 regular city council meeting. Motion carried.

The council reviewed the city auditor's report. Luke Anderson brought up discussion on sales tax revenue, which has been substantially higher than previous years. He thought we should cap the amount we pass on to the park board and golf association, using the excess to fund improvements in town. We already established our budget for 2022 and the park board's budget was based on the city's estimates. The council suggested we meet with both boards and determine what amount would be reasonable for setting a cap.

A motion was made by John Stenvold, seconded by Al Colemer to approve the city auditor's report including the November financial statements, delinquency report and payment of the bills. Motion carried.

Damon DeVillers from Interstate Engineering joined the meeting to discuss some possible projects for the city based on the DWSRF and CWSRF applications. Our lagoons are at capacity. There have been occasions where the city had to request emergency draining of cell #3 from the state. Damon spoke with Terry Meyer at Team Lab about checking the depth of the sludge in our lagoon cells. They gave a quote of \$500 for one cell, \$800 for two cells or \$1,000 for all three cells. A motion was made by Luke Anderson, seconded by John Stenvold to approve a lagoon sonar testing of the sludge depth of all three lagoon cells at a cost of \$1,000. Motion carried. Damon will arrange the testing for spring as soon as the ice is off.

The city has been looking at re-platting the remaining lots of the Klefstad Subdivision to make them more feasible for development. The lots would require an extension of water and sewer infrastructure. He also discussed looping water in town and upgrading the water line under Highway 11 to the golf course. There is ARPA funding that will be available, but he warned that the funding comes with a lot of strings attached. He will put together a list of those requirements for the city. There is infrastructure funding that will be available from the state though how that money will be made available is not yet determined. He will be watching these funding sources. Damon will put a proposal together with an estimated cost for the re-platting, water and sewer extensions and looping.

At the October City Council meeting, the council directed City Coordinator, Sar Dux, to pursue quotes for a housing market survey. Sara asked the council to consider a proposal received for a market study based on the city's strategic plan. Visible City was the only company out of seven contacted that submitted a proposal and could begin work immediately. The cost would be \$4,750 but we can participate in the Housing Market Survey Grant Program that would pay for half of the study. A motion was made by John Stenvold, seconded by Luke Anderson to approve the proposal from Visible City to conduct a market study for the City of Forman as outlined in their proposal at a cost of \$4,750 and participate in the Housing Market Survey Grant Program for half the cost of the survey. Roll call vote: Colemer – aye; Stenvold – aye; Weaving – aye; Anderson – aye. Motion carried.

Sara received an estimate from Off the Wall Signs to create new metal "Welcome to Forman" signs that can be attached to our existing wood bases. The cost would be approximately \$1,650 per sign. If we replaced the letters and refurbished the wood the cost would be more than a new metal sign. The top of the sign would be designed as our city logo. They will come out and take measurements and give us a final quote. The council told Sara to move forward with the project and they can approve it at the next meeting.

Sara has been working with the Abuse Resource Network to utilize space at the library. They will be making a small private working space in the back of the library starting next week. She said they will work out a rental or in-kind agreement once they get moved in and see how the program works.

Luke Anderson brought up discussion of a dog park. Sara said there are grant opportunities for do parks but we would need to determine a viable location. The council considered the school's lot near the bus garage, the lot next to Central Park where the volleyball court used to be and the old trailer park FEMA property on the north edge of town. Sara will continue to work on this.

Lastly, Sara was contacted by a company creating an app called Living Local. It was created in conjunction with the North Dakota Department of Health and is designed to be a place where residents can go to get all the information about the city on one location. It is free for the first two years, then is \$750 per year plus the android and apple licensing fees. The company estimates it would take 3 – 5 hours per week to keep up. Sara did not think it would be the best utilization of resources. We already have our website and Facebook page to maintain. The council agreed.

The council reviewed the City Superintendent's report. Mayor Bopp noted that the sidewalk replacement by Anthony's and Trinity Church will not get done until spring or summer. There were no other comments on the report.

City Attorney, Lyle Bopp stated that he has a deed prepared to transfer Forman Township's 1/3 interest in the red shed property to the city. He needs to get Sandy Hanson's signature on it and a check from the city to Forman Township. Bopp and Luke Anderson are meeting on the city ordinance changes tomorrow.

Trish Pearson presented the year-end transfers and a budget amendment resolution that contained three amendments to the 2021 budget. A motion was made by John Stenvold, seconded by Neil Weaving to approve the year end transfers and Budget Amendment Resolution 12-31-21. Roll call vote: Stenvold – aye; Weaving – aye, Anderson – aye; Colemer – aye. Motion carried.

School speed zone signs have been ordered but may take a while due to supply issues.

The new heat pump for the library has been installed and is working well.

The council discussed the year end salary review. A motion was made by John Stenvold, seconded by Al Colemer to approve a 3% salary increase for the city superintendent, auditor and city coordinator plus bonuses in Forman Bucks of \$500 for Anthony and Trish, \$200 for Sara and \$100 for Shane and Jamie. Roll call vote: Weaving - aye; Anderson – aye; Colemer – aye; Stenvold – aye.

A motion was made by John Stenvold, seconded by Neil Weaving to change the signers on Forman Housing Authority's First Savings Bank Checking and Savings accounts to Trish Pearson, Kevin Bopp and Luke Anderson. Motion carried.

City hall and shop will close at noon on December 23 and be closed December 24 for Christmas. The shop will be closed December 31 for the New Year's Day holiday. Garbage pickup will be on Thursday both weeks.

Our next regular council meeting is scheduled for Tuesday, January 11, 2022 at 6:00 pm.

The meeting adjourned at 8:00 PM.

Kevin Bopp, Mayor

Trish Pearson, City Auditor